

## 4.01 Employment Categories

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc., to clarify the definitions of employment classifications.

### Procedure:

Each employee is designated as either Non-Exempt or Exempt from federal and state wage and hour laws. This status is determined by your job classification and the nature of the work that you perform. Non-Exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. An employee's Exempt or Non-Exempt classification may be changed only upon written notification by the Licking/Knox Goodwill Industries, Inc., Human Resource Department.

In addition to the above categories, each employee will belong to one other employment category:

Regular Full-Time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Goodwill Industries' full-time schedule.

Part-Time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 35 hours per week.

Introductory employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Goodwill Industries is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

Temporary employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Temporary employees receive all legally mandated benefits (such as Social Security and workers' compensation). They are not eligible for any of Goodwill Industries' other benefit programs.

Casual/Seasonal employees are those who have established an employment relationship with Goodwill Industries but who are assigned to work on a seasonal/intermittent and/or unpredictable basis. Casual/seasonal employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance). They are not eligible for any of Goodwill Industries' other benefit programs.

These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Licking/Knox Goodwill Industries, Inc.